



Earned Sick and Safe Leave Timekeeping

Montgomery County’s Earned Sick and Safe Law is effective October 1, 2016. Regular and Temporary employees must record time differently.

REGULAR Employees: Do not earn **Sick and Safe Leave** but must use an **Accrual Code** to designate **Sick and Safe Leave** qualifying absences using the following leave types.

Pay Codes

- Sick Leave
- Sick Leave – Unscheduled
- Family Sick Leave*
- Family Sick Leave – Unscheduled*
- PTO – Paid Time Off (if applicable)
- Leave without Pay (LWOP)

* Note: **Sick and Safe Leave** expands the definition of a ‘Family Member’. An employee may use up to 80 hours of the 120 ‘Family Sick Leave Hours’ for **Sick and Safe Leave** purposes in a leave year.

Leave Accrual Categories

Totals		Accruals	Audits	Historical Corrections
Accrual Code		Accrual Available Balance		
ANNUAL LEAVE				0.0
COMP LEAVE				0.0
COMP LEAVE SUPP				0.0
FMLA				0.0
MCGEO SLB				0.0
PAID PARENTAL LEAVE				0.0
PAID TIME OFF				0.0
PARENTAL				0.0
PERSONAL DAY				0.0
RELIGIOUS LEAVE				0.0
SICK AND SAFE LEAVE				0.0
SICK LEAVE				291.68

Timecard reporting should be recorded in the following manner:

Step 1) First indicate the appropriate **Leave Code**: Sick Leave, Family Sick Leave, Paid Time Off (PTO) or Leave Without Pay (LWOP).





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Step 2) Add Reason Code: 'SICKSAFE' to the Transfer section.

	Pay Code	Transfer	Sun 4/30	Mon 5/01
<input checked="" type="checkbox"/>	Hours Worked			
<input checked="" type="checkbox"/>	Sick Leave	////SICKSAFE//		8.0
<input checked="" type="checkbox"/>	<Enter Pay Code>			
<input checked="" type="checkbox"/>	Daily Total			8.0

(For help on how to search for a Reason Code, See: [Employee Tasks Job Aid](#))

Step 3) Add Provisioned FMLA and/or PARENTAL tracking codes (if applicable).

Step 4) Save timecard.

TEMPORARY Employees: Earn one hour of **Sick and Safe Leave** for every 30 hours worked.

Pay Codes:

- Sick and Safe Leave

Leave Accrual Categories

Totals			
Accruals			
Audits			
Historical Corrections			
Accrual Code	Accrual Available Balance	Accrual Units	
ANNUAL LEAVE	0.0	Hour	
COMP LEAVE	0.0	Hour	
COMP LEAVE SUPP	0.0	Hour	
FMLA	0.0	Hour	
MCGEO SLB	0.0	Hour	
PAID PARENTAL LEAVE	0.0	Hour	
PAID TIME OFF	0.0	Hour	
PARENTAL	0.0	Hour	
PERSONAL DAY	0.0	Day	
RELIGIOUS LEAVE	0.0	Hour	
SICK AND SAFE LEAVE	46.0	Hour	
SICK LEAVE	0.0	Hour	

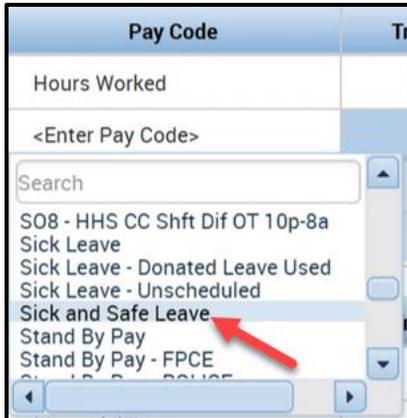




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Timecard reporting should be recorded in the following manner:

Step 1) Select the **Pay Code**: 'Sick and Safe Leave'.



Step 2) Search and add **Reason Code**: 'SICKSAFE' to the **Transfer** section.

(For help on how to search for a **Reason Code**, See: [Employee Tasks Job Aid](#))

Accruals		Actions								
		Print Timecard	Refresh	Calculate Totals	Save	Go To				
	Pay Code	Transfer	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27	Total
<input checked="" type="checkbox"/>	Hours Worked					6.0	10.0	10.0	10.0	36.0
<input checked="" type="checkbox"/>	Sick and Safe Leave	////SICKSAFE//				4.0				4.0

Step 3) **Save** timecard.





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Review the following on how to monitor Sick and Safe Leave compliance.

Sick and Safe Leave Compliance Tips:

Note: A temporary or seasonal employee may carry over up to 56 hours of **Sick and Safe Leave** and may use up to 80 hours of **Sick and Safe Leave** in a leave year. The carryover process is automated. Managers must monitor year to date **Sick and Safe Leave** usage and determine if a temporary employee has used more than 80 hours of **Sick and Safe Leave**.

Use the **Leave Used Genie**,

Select the *HyperFind*: **_Temporary Employees**;

Select range of dates for the leave year.

- Sort the **Total Sick and Safe Leave** column so that the highest is at the top.
- Reduce the pay period **Total Sick and Safe Leave** for anyone over 80 hours.

Employee Name	Total Sick and Safe Leave	Total Other Leave	FFCRA 80 Hours Paid	FFCRA Child Care	Total FFCRA 80 Hrs + ...	Total Unpaid Leave	Total Leave	Total Family Sick	Total FMLA	P...
FIN EMP2	8.0						48.0			





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Note: The intent of **Sick and Safe Leave** is to replace earnings to a temporary or seasonal employee who is unable to work. **Sick and Safe Leave** should not be applied to a timecard to cause an employee to exceed more than 40 hours toward schedule in a week. Excess Hours for Temporary Employees should be avoided, when possible.

Use the **Check Overtime Genie**,

Select the *HyperFind*: **_Temporary Employees**;

Select the appropriate pay period or range of dates:

- Review Timecards of Temporary Employees for use of **Sick and Safe Leave**
- Reduce pay period **Sick and Safe Leave**, as appropriate.

Dept Division	Employee	Pay Rule	Emp	OT Hrs Paid OT	OT Hrs Comp Lv Earned	Total OT Hrs	HOL Holid...	H Pr Pa
FIN 32 Division of t...	FIN EMP2	MCGEO Rg FT N-EX R8	FIN E...	4.0		4.0		

